

MPCP/PPSCP Income Verification

Using the Department of Revenue (DOR)
Income Verification Method
September 2011

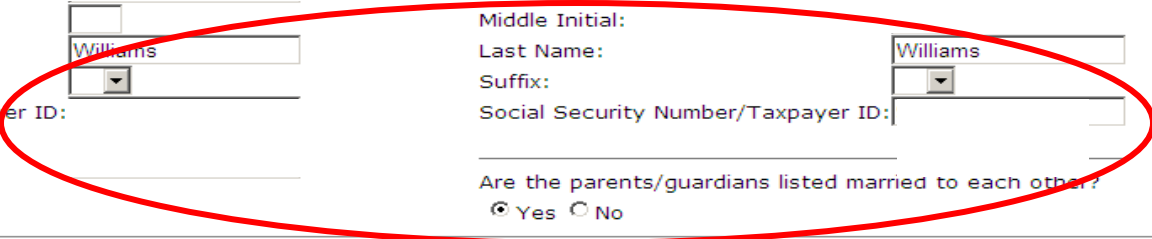
Steps for DOR Income Method

- ▶ 1. Social Security Numbers (SSN)
 - Must enter SSNs for parent(s) listed on the paper application in Step 1 of application wizard.
- ▶ 2. Preliminary DOR Check
 - Must select “yes” or “no” to preliminary DOR check in Step 1 of application wizard.
 - If “yes” was selected, the results of the preliminary DOR check will be available in Step 3.
- ▶ 3. Income Verification Method
 - Must select DOR’s method of determining income in Step 3 of application wizard.
 - If a school selects the DOR income method in Step 3, once the school checks all the boxes and clicks “Finish” in Step 3 the DOR income determination method is final and cannot be changed.
 - NOTE: Schools may complete 1 and 2 above and still decide to use DPI’s income verification method in Step 3.

1. Entering Social Security Numbers

At least one parent or guardian name is required. All names should be the **legal name or the exact name** used when filing tax returns.

First Parent/Guardian	Second Parent/Guardian (optional)
First name:	First name:
Middle Initial:	Middle Initial:
Last Name:	Last Name:
Suffix:	Suffix:
Social Security Number/Taxpayer ID:	Social Security Number/Taxpayer ID:
Phone: (xxx-xxx-xxxx)	Are the parents/guardians listed married to each other?
	<input checked="" type="radio"/> Yes <input type="radio"/> No



- ▶ Remember: Parents are not required to provide their SSN or Taxpayer IDs. If parents do not provide their SSN, schools must use DPI's income verification method.
- ▶ If parents provide their SSN:
 - There must be a SSN for each parent. Parents must have a first and last name, in the correct order.
 - SSNs cannot start with 666 or 000, the middle 2 numbers cannot be 00, and last 4 numbers cannot be 0000.

No Social Security Numbers Entered

Method of Determining Eligibility:

- ☐ DOR cannot determine eligibility without SSN's
- ☒ DPI Family Income Eligibility Documentation form is on file and requirements are met
- ☐ Income eligibility is pending

- ▶ This is how Step 3 will look if schools did not enter any SSNs in Step 1.
- ▶ Schools cannot select the DOR income verification method unless SSNs were entered in Step 1 for all parents/guardians listed.

2. Preliminary DOR check

If SSN or Taxpayer IDs were entered above, would you like the Wisconsin Department of Revenue (DOR) to do a preliminary check if they have records for income eligibility?

☒ Yes ☐ No

Note: Checking "Yes" does **NOT** commit you to using the DOR method. Results of this check will show on Step 3, and it is there you will decide if you want DOR to determine income eligibility or if you will use the DPI forms instead.

- ▶ If SSN or Taxpayer IDs were entered in Step 1 of OAS for each parent/guardian, schools must indicate whether or not they want to do a preliminary check to see if the DOR has enough information to determine income eligibility.
- ▶ Clicking "yes" does not commit schools to using the DOR income verification method. It allows schools to know whether DOR has enough information to determine the income of the parent/guardian before schools commit to using the DOR method. If the DOR does not have enough information to determine the income of the parent/guardian the DOR will determine that the pupil(s) are not eligible. DPI suggests schools click "yes" to see whether DOR has enough information to make the income eligibility determination.
- ▶ The results of the preliminary DOR check will show up in Step 3.

No Preliminary DOR Check

Results of Preliminary DOR Check:

Preliminary DOR check was not performed.

*Explanation: You indicated in Step 1 that you did not want DOR to do a preliminary check to see if they have records for an income eligibility determination. **If you would like DOR to do a preliminary check**, use the Previous Page button below to return to Step 1 and choose Yes on the very last question on the page. Then use the Next Page button to return to this page and you will see the results shown here. Note: this preliminary check does NOT commit you to using the DOR method below.*

Method of Determining Eligibility:

- ☒ DOR should determine eligibility (**Warning: No preliminary DOR check was done. Choosing this option could result in the family being NOT ELIGIBLE. Results will be final.**)
- ☐ DPI Family Income Eligibility Documentation form is on file and requirements are met
- ☐ Income eligibility is pending

- ▶ This is how Step 3 will look if a school entered SSN(s) in Step 1 BUT selected “No” to a preliminary DOR check.
- ▶ If you would like to complete the preliminary check go back to Step 1 and click “yes.” DPI suggests schools click “yes” to the preliminary DOR check.

Preliminary DOR check performed:

Enough information to determine income eligibility

Results of Preliminary DOR Check:

DOR does have records.

*Explanation: DOR has checked their records using the names and SSN/Taxpayer IDs provided in Step 1, and they do have records for an income eligibility determination. However, this is **not a guarantee** that the family will be found eligible - only that DOR has records to make a determination. The family may still be found ineligible. You are not committed to using the DOR method. Please indicate your choice below.*

Method of Determining Eligibility:

- ☒ DOR should determine eligibility (Warning: results will be final)
- ☐ DPI Family Income Eligibility Documentation form is on file and requirements are met
- ☐ Income eligibility is pending

- ▶ This is how Step 3 will look if a school entered SSN(s) in Step 1, selected “yes” to the preliminary DOR check, and DOR has checked its records and determined that there is enough information to determine the income of the parents/guardians.
- ▶ This is **not a guarantee** that the family will be determined eligible, only that DOR has enough information to determine eligibility. The family may still be found ineligible.
- ▶ Schools are not committed to using the DOR method at this point.

Preliminary DOR check performed:

Not Enough information to determine income eligibility

Results of Preliminary DOR Check:

DOR does NOT have records..

*Explanation: DOR has checked their records using the names and SSN/Taxpayer IDs provided in Step 1, and they **DO NOT have records** for an income eligibility determination. If you believe this to be in error, please use the Previous Page button below to return to Step 1 and review the names and numbers provided. Items to check: Verify that the names are EXACTLY what was used on their tax returns, and that the first name is in the first name box and last name is in the last name box. Verify that the SSN/taxpayer ID's are correct and that no numbers have been transposed. Then use the Next Page button to return here, and the preliminary check will be repeated with the updated results shown here. Then indicate your choice below.*

Method of Determining Eligibility:

- ☐ DOR should determine eligibility (**Warning: DOR does not have records. Choosing this option will result in the family being NOT ELIGIBLE. Results will be final.**)
- ☒ DPI Family Income Eligibility Documentation form is on file and requirements are met
- ☐ Income eligibility is pending

- ▶ This is how Step 3 looks if a school entered SSN(s) in Step 1, selected “yes” to the preliminary DOR check, and DOR has checked its records and determined that there is NOT enough information to determine the income of the parents/guardians.
- ▶ If schools believe there was an error, use the previous page button and review the parent/guardian names and SSNs provided.
- ▶ Schools are not committed to using the DOR method at this point. DPI suggests that if there is not enough information for DOR to determine the income of the parents/guardians, schools use the DPI income verification method.

3. Method of Determining Income Eligibility

Method of Determining Eligibility:

- ☐ DOR should determine eligibility (*Warning: results will be final*)
- ☒ DPI Family Income Eligibility Documentation form is on file and requirements are met
- ☐ Income eligibility is pending

- ▶ Schools must decide which method of determining income they will use in Step 3.
 - DOR method or DPI method; or
 - Income eligibility is pending. A school should click this option when using DPI's income verification method, but the school is waiting for documentation from the parent. Parent(s)/guardian(s) must provide documentation within the open application period in which the application was received. Please note a one time exception to this requirement was made for applications received in July 2011 (schools must have received the DPI income documentation by August 20, 2011). Applications will stay in holding if "income eligibility is pending" is selected.
- ▶ The option will default to "Income eligibility is pending."
- ▶ If a school selects the DOR income method in Step 3, once the school checks all the boxes and clicks "Finish" in Step 3 the DOR income determination method is final and cannot be changed.
- ▶ DPI suggests not using the DOR method if the preliminary DOR check shows DOR does not have enough information to determine the income of the parents/guardians.

DOR Final Determinations

- ▶ If a family meets income eligibility requirements the application status will change to “completed” when the school checks all the boxes in Step 3 and clicks “Finish.”
- ▶ If a family is determined not eligible, the application will show up as “DOR Ineligible” on the “App Summary” page when the school checks all the boxes in Step 3 and clicks “Finish.”

Questions

- ▶ If you have questions, please contact:
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